

MADISON COUNTY SAFETY MEETING MINUTES

March 10, 2016

On Thursday, March 10, 2016, a meeting of the Madison County Safety Committee came to order at 10:02 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Carolyn Henry, Safety Coordinator, Holly, Jani Flinn, Clerk, Jennifer Bailey, Finance Clerk, Ryan Elliott, Payne-West Insurance, Saza Lee, Tobacco Root Mountains Care Center Administrator, Darcel Cook, Madison Valley Manor Administrator, Margie Edsall, Weed Coordinator, and Laurie Buyan, Commissioners' Assistant, present.

Approval of Minutes: Margie Edsall, Weed Coordinator, moved to approve the December 11, 2015, Safety Meeting minutes with corrections. Jennifer Bailey, Finance Clerk, seconded the motion. All voted aye and the motion carried.

Carolyn introduced Ryan Elliott to the group, and explained that he is the agent for Payne West Insurance.

Safety Coordinator Report as prepared by Carolyn Henry, Safety Coordinator: A meeting was held on 3.3.16 to discuss clarification of road maintenance and snow and ice removal procedures for signage, traffic flow, traffic control, communication, speed zones, dash cameras for graders, and Safety meetings, etc. In attendance were Commissioners, Road Dept. employees, support departments Dept. Heads/Elected Officials, and insurance representatives.

A change was made in the PayneWest Loss Control Specialist from Brodie Loushin to Pat McCarthy. Pat will be helping to perform internal inspections of Solid Waste sites, and Road Shops. He will also assist in specialty safety training sessions.

The Dept. of Labor and Industries, Safety and Health Bureau Compliance Division (DLI) performed an unannounced inspection of the Ennis Road shop and Montana Safety Culture Act requirement documentation on 12.8.16. Both inspections went well and all conditions were mitigated or are being developed.

Flammable cabinets (\$700.00 ea. w/shipping & handling) with extra shelves (\$53.50 ea. w/ shipping & handling) were purchased for all Road shops.

A list of "Issues of Concern" that had already been resolved or were in the process of being solved were discussed. An Excel sheet has been created that keeps track of issues and their mitigation dates and processes.

The Montana Safety Culture Act requires that internal inspections be provided for all departments annually. The Safety Coordinator asked for volunteers to help with the process. There would be an email sent out by the Commissioners announcing the inspections and asking for cooperation. The evaluation of Tobacco Root Mountain Care Center's (TRMCC) Workers' Comp. issues was completed and a report provided to the TRMCC Administrator. Representatives from Montana Association of Counties (MACo) were in attendance to assist with any questions.

New Bloodborne Pathogen (BBP) DVDs were purchased and they include "Just the Facts" for general training; "BBP for Law Enforcement", and two went to TRMCC for CNA and Nurses training.

BBP Spill Kits were designed for high risk departments including Custodians (4), Solid Waste (2), and Fairgrounds (1). Training will coincide with delivery. Both the Sanitarian and DES Manager received BBP PPE for their vehicles.

The Lockout/Tagout (LOTO) Policy has been written and approved, and Road procedures were written with the assistance of the Dist. 3 Road shop. The Dist. 3 Ennis Road Road shop received their training in the policy and their site specific LOTO procedures on 12.17.15 and 1.7.16. Training for Dist. 1 and Dist. 2 will follow. The Solid Waste employees will receive their 2nd annual department specific procedure training when scheduled. LOTO for the Maintenance Dept. is developmental. LOTO devices, locks, and tags are in place or ordered for those trained departments.

The Safety Coordinator will be attending the MACRS convention in Great Falls on 3.28-31.16. Jefferson and Madison will share the cost of attendance.

Montana Association of Counties (MACo) regional training is scheduled for 4.22.16 in Butte. The chemical list and Safety Data Sheet (SDS) binder for Custodians is nearly complete pending preview by the Dept. Head. There will be 6 binders in all. There will be one SDS binder for each building where custodial work is provided. An additional binder will be provided for the Maintenance employees at the storage site at 7 Placer Loop.

Safety Orientations for newly hired employees in departments YTD are: 1 Library; 2 Custodians; 1 Dispatch; 1 Deputy; 1 Dist. Court; 1 TRMCC Administrator.

New batteries were purchased for 2 AEDs at a cost of \$150.00 each. The new 2016 maintenance forms have been provided for each of the 4 AEDs in the county program. First Aid/CPR/AED training will be provided 2.25.16 for Road Driver/Operators with Gayle Schabarker as trainer.

The D.R.I.V.E. Workshop is scheduled for 7.12.16. The workshop will be attended by the Sanitarian, the Public Health Nurse, The Dept. Head of Maintenance, and one Road Driver/Operator. The cost for the workshop is \$1240.00 for the 4 participants paid for by the Safety Budget, and the respective cost of motel and transportation will be paid by the participating department.

Safety Committee Membership and Goals: In 1993 the Montana Safety Culture Act (MSCA) was passed, requiring employers to meet certain safety program criteria. Establishing a Safety Committee is a MSCA requirement. A Safety Committee is an internal employee committee (not a board) involved in fact-finding, making recommendations, and building safety culture. The Committee should elect a chair and vice chair, and should conduct their meetings according to their safety goals. The Safety Coordinator should not be a voting member of the Committee and is there to report Safety Department activities, to advise the Committee, and to assist and provide support. Carolyn distributed a handout of requirements and recommendations for the Committee and reviewed it with the Committee.

Training is a big focus in Safety. The Committee can pick a topic and Carolyn will help source the trainer/materials. The Key is that employees should sign paperwork that they have received the training. This helps document that Madison County is satisfying requirements. Examples of projects could be 1) Evacuation Plan for new building, 2) Shelter in place kits (budget?), and 3) Safety incentive programs.

Budget and Claims: Carolyn reviewed the Safety budget, which included claims for gas and food for CPR trainings. Margie noted that Claims are all inclusive in the Safety Budget and don't need to be explained at the meetings. "Claims" will be deleted from the agenda.

Incident Review: The meeting was closed at 11:45. Workers Comp is no longer going to include the Safety Committee in their call-in – just Lisa Brubaker and Carolyn. Carolyn will review incidents with the Safety Committee as needed.

Nursing Homes Updates: Saza Lee, Tobacco Root Mountains Care Center, expressed some concerns with the grounds, including the possibility of paving some areas, the sidewalk in front needs fixed, and a power pole that is leaning and has been hit several times. Darcel Cook, Madison Valley Manor, reviewed her internal safety meeting, gave an update on the construction and the CDBG Grant. Some of her nurses are going through FEMA training, and she will be attending the Health Care Association meeting in April.

General Discussion: Margie talked about signage in the County, and said that road signage continues to be a priority for emergency services. The weed department is in the process of training their summer crews.

Date for Next Meeting: The next regular meeting will be held on Thursday, June 16, 2016, at 10:00 a.m. in the Commissioners' Conference Room at the Administrative Office Building in Virginia City, Montana.

With no further business the meeting was adjourned at 12:10 p.m.

Minutes prepared by Jani Flinn, Fill-in Clerk.